



User Manual

BioMatch 2006 (Sagem Embedded)

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Introduction

BioMatch 2006 is a software application that works with biometric hardware to capture users' finger prints, video images (stills) and personal details which are stored in a database. The fingerprint information is sent to specified biometric terminals which are placed at locations where users will either gain access with the use of their finger (access control) or clock on and off during the day (time and attendance).

BioMatch supports the SAGEM range of biometric terminals.

This manual covers all aspects of BioMatch 2006 with emphasis on detail for the areas that are most commonly used.

The common actions performed include the Administration of:

- Users and Operators (Add, Edit & Delete)
- Access point management (Biometric terminals)
- Personnel Groups and Personnel
- Logins

Also covered in this document are the procedures for:

- Running reports
- Interpreting the Event Log
- System Settings

The last section covers the procedures for:

- Rebuilding access points
- Sending individual user data to the terminal(s).

BioMatch 2006 (Sagem Embedded) is the latest generation of the Access Control and Time and Attendance software suite and was designed with ease of use in mind, so you will find that most steps to add personnel or access points are as simple as clicking "New" and then following the onscreen instructions.

Terms used in this manual



The term "Users" in the previous release, BioMatch 6.0, referred to those who administered the system. Those Users are now known as "Operators".

"Personnel" in BioMatch 6 are now known as "Users" in BioMatch 2006.

Users	Persons who will have their biometric data (or minutia) sent to the selected Access Points for identification purposes for either access Control or time and Attendance.
Operators	An operator is a person who uses the BioMatch 2006 Client software. Operators are the only people who can logon to the BioMatch 2006 software. The Administrator operator has full access. Other operators with limited rights can be created.
User groups	User groups are means by which groups of users can be managed. Access points are allocated and Time masks can be applied to a group of users via User Groups.
Event Logs	The event log details the inner workings of the BioMatch system and will provide detailed information regarding the communications status of the BioMatch 2006 software and the MorphoAccess hardware units.
Biometric Terminals	The biometric devices at which the users present their finger for identification.

Getting Started

This section describes the requirements for a BioMatch 2006 Sagem Embedded system.

Computer hardware requirements

Processor:	P4 or AMD 1.8GHz minimum speed recommendations
RAM:	512MBytes
Ports:	Two spare USB ports for enrolment device and USB stick and Ethernet NIC port, 10 or 100mbps
CD ROM:	required if no Internet Access available
Internet Access:	Required for updates or updates to loaded via USB stick or CD ROM

Windows requirements

Windows version: Microsoft Windows XP Professional SP2, Windows 2000 SP4 or Windows Server 2003 R2.

Installation of BioMatch 2006 software

You will receive the latest CD ROM based version upon placement of order along with a serial number on an accompanying form. The content of the CD ROM is identical to that found on the web site.

The **latest software** and **patches** can be obtained by visiting:
<http://kb.biometricinnovations.com>

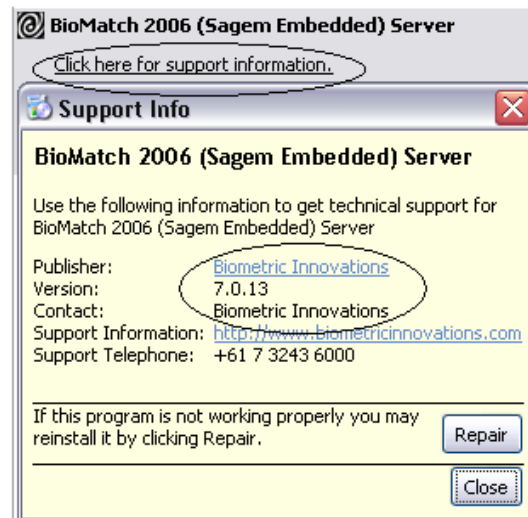
The version of installed BioMatch 2006 can be identified by opening the Control Panel and running Add / Remove Programs, selecting in turn BioMatch Server and BioMatch 2006 Client and clicking on 'Click here for Support Information'.

Installation Notes

The CD contains both the client and server software. Following are pertinent points of interest:

- A pc can be both the server and the client.
- Should the administrator prefer to have the server software installed on a dedicated server then firstly the BioMatch server software would be installed on that server followed by the client software on the appropriate client pc(s).

Version after installation



Software licenses

There are three licences required for BioMatch 2006 to function complete:

1. Server licence
2. Client licence
3. Access Point licence.

BioMatch 2006 consists of server and client software and uses an SQL database that may reside on the same pc as the client or on a remote pc.

The BioMatch 2006 server software can be installed on a LAN connected remote pc such as a corporate server.

The Client software may be installed on any pc that has direct access to the server or pc that holds the BioMatch 2006 Server software.

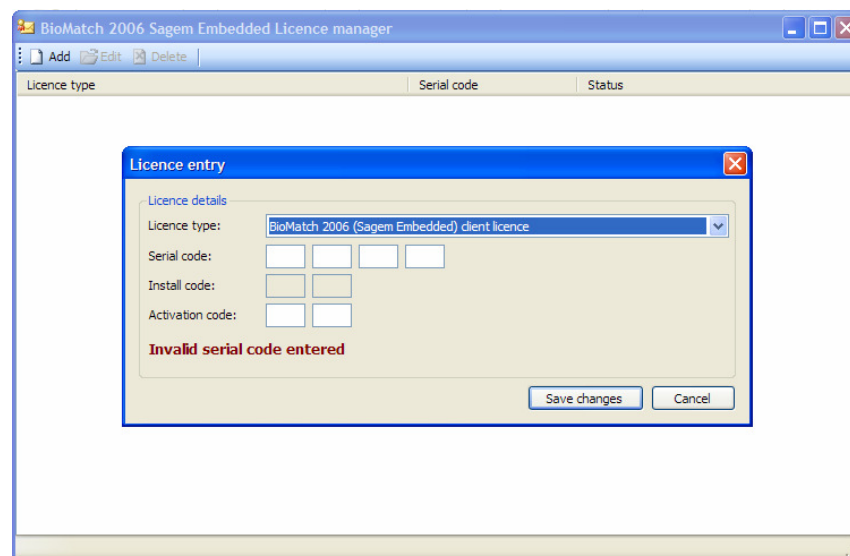
After installation, without licensing, BioMatch 2006 will run for 30 days allowing operation of all functions.

There are three licences that need activation – Server, Client and Access Point (one per biometric terminal).

Procedure for activation of licences

The BioMatch 2006 licence manager can be found by clicking on the start menu then selecting "BioMatch 2006", followed by "Server Tools" and then "Licence Manager".

Click the Add button and select the type of licence required. Enter the serial code that was provided and an install code will be generated. Both the serial code and install code need to be given to the support staff at Biometric Innovations. An activation code will then be provided by the support staff. Click **Save Changes** to complete the activation. This procedure will need to be repeated for every serial code.



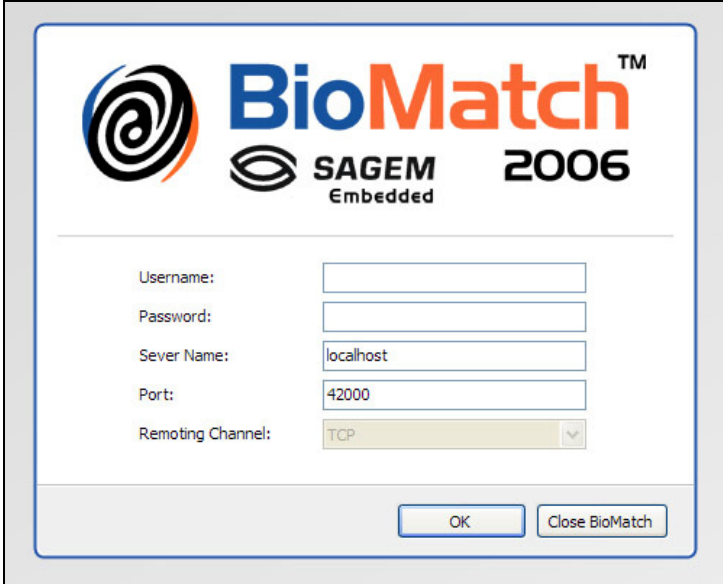
Running BioMatch 2006

Login

Each time BioMatch 2006 client software is run, you are greeted with a Login screen.

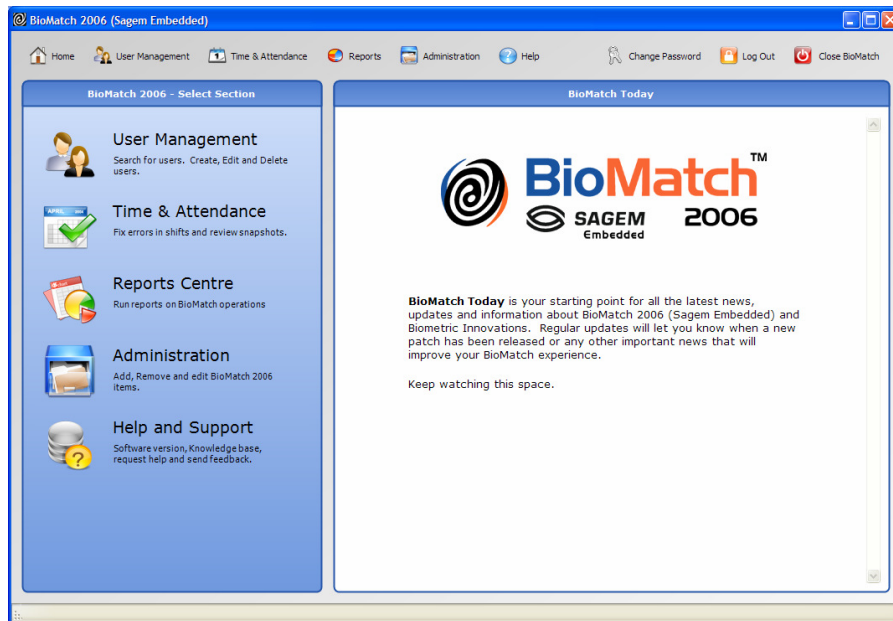
This login screen prompts you to enter a Username & Password. BioMatch 2006 ships with the default Username "**administrator**" and Password "**password**". BioMatch cannot be started without entering a valid user name. There should be a password associated with each user name.

(NOTE: Remove the quotes when entering this information into the login screen). Once you have entered the required username & password, click "OK" to login.

The image shows a login window for BioMatch 2006. At the top, there is a logo consisting of a stylized '@' symbol in blue and orange, followed by the text 'BioMatch™' in blue and orange, 'SAGEM Embedded' in black, and '2006' in black. Below the logo, there are five input fields: 'Username:' (empty), 'Password:' (empty), 'Sever Name:' (containing 'localhost'), 'Port:' (containing '42000'), and 'Remoting Channel:' (a dropdown menu showing 'TCP'). At the bottom right of the window, there are two buttons: 'OK' and 'Close BioMatch'.

Overview

The main BioMatch 2006 screen has, at top, a horizontal listing of icons (**Home, User Management, Time & Attendance, Reports, Administration, Help, Change password, Log Out, Close BioMatch**) and a vertical listing of icons on the left hand side of the screen. You may select from either the top or left hand side listings.





Administration

The administration section is where all the configuration and setup of BioMatch occurs. BioMatch logs are also available in this section allowing the operator to view errors, events and access. When setting up BioMatch for the first time the following items need to be created in this order: Organization Unit (if available), Biometric Terminals, Business Units, User Groups and Users.



When creating or editing an item, if a text entry box is coloured it means that the information is required to complete the creation of that item.



When managing items in the administration section, all actions available in the toolbar are also available from a right click menu. If no items are selected the right click menu will only show the available actions that can be performed, which is generally just "Create a new Item"



Organization Unit

Organization units can be used to manage situations where a site consists of multiple organizations administered by a central authority. This allows individual organizations to manage their own information and keep it separate and hidden from other organization units.



Organisational units will only be visible if the system is configured for this.

Creating an organization unit

Organization units can be created by selecting the organization unit section in administrator and selecting "New" from the toolbar.

Enter the Name and Description of the Organization Unit and then click "Finish". If you do not want to save this Organisation Unit click cancel.



Biometric Terminals

A Biometric Terminal is a physical unit that stores fingerprint information for access control and access logs for time and attendance.

Create a Biometric Terminal

Select the Biometric terminals section then Click **New** in the toolbar



All Biometric terminals should be created before Groups and Users are created, in order for the assignment of access rights to continue.

Type data into the fields as follows:

Name: The name of the Biometric terminal.

Description: A description of the Biometric Terminal.

Location: Where this terminal will / has been placed.

Time Zone: It is important that this field is entered correctly as it will affect the time displayed on the terminal and time access logs are recorded to have occurred.

Site Code: Normally all terminals on a site will have the same number.

Hardware serial number: Used to record the serial number on the hardware device. This is optional.

Role: This is an important choice as it will determine the way in which time and attendance functions will operate. There are four choices: "None", "Start/Stop", "Start" and "Stop".

You would select "Start/Stop" if this terminal was to be used to record the times that staff enter and leave the area. In this mode (Time & Attendance), the users press the far left blue key (IN) before applying their finger (start of shift) and must press the right hand blue button (OUT) before applying their finger at end of shift. Select "Start" for all access at this terminal to be recorded as a start log and similarly select "Stop" for a stop log to be recorded. Select "None" if the terminal is to be used to grant access to a door, gate etc.

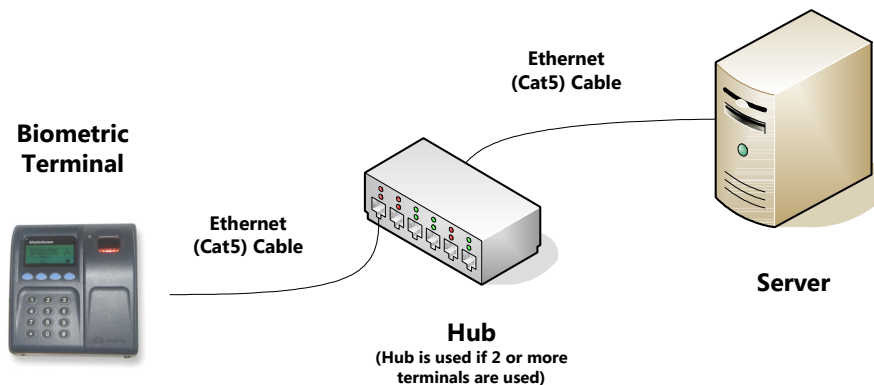
Export field value: This would be used when the BioMatch data has to be exported to another application. This value would be dependant on the particular requirements of that package.

NB. The Export Field Value field description and reason is the same for all occurrences of this field box.

The IP address: This value is critical and has the default value of 134.1.32.214. If this is the only terminal in the initial system then you may leave this value there.



The pc communicating with the terminals must have its network interface card IP address manually assigned and it must be in the same range; e.g. 134.1.32.x where x is a number not used by any terminal.



Port number: This is the default that the BioMatch software is expecting.

MA type corresponds to the model of the terminal, usually an MA 200.

Initial Wait and **Partial Data Wait** numbers are thousandths of a second and the default numbers may be left there.

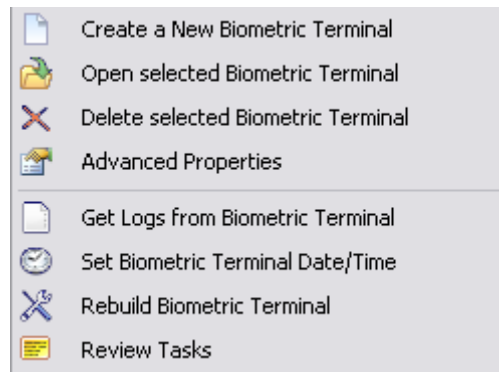
After all information has been entered click **Finish** to save the changes or **Cancel** to discard the changed. You now will see the new terminal in the window and its status will be Idle, provided the pc and terminals are correctly connected and configured.

Modify a Biometric Terminal

To modify a biometric terminal, right click on a biometric terminal and select "Open Selected Biometric Terminal" or left click on a biometric terminal and click "open" on the toolbar. A wizard will open showing the information entered when the terminal was created. Change any or the values required and click **Finish** to save changes or **Cancel** to discard changes.

Biometric Terminal Actions

When right clicking on a terminal, you will see the following options.



Open: selected Biometric Terminal choice does the same as double clicking on the name of the terminal.

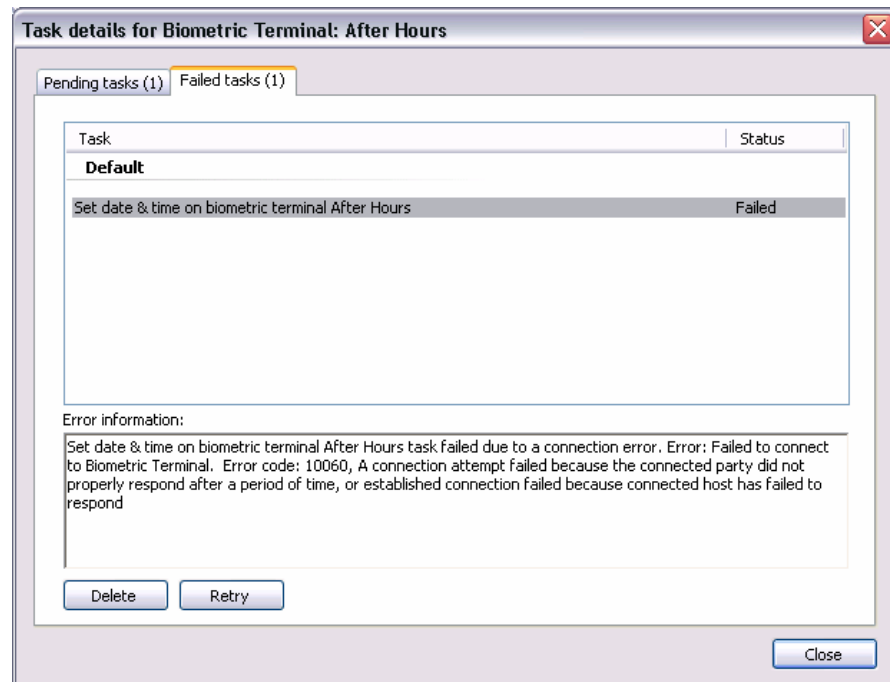
Advanced Properties: This option displays additional information about the selected Biometric Terminal. The Organisation Unit that the Biometric Terminal belongs to can also be changed here.

Get Logs from Biometric Terminal will download the currently stored transactions from the terminal into BioMatch. Inbuilt into BioMatch is an automatic retrieval that, by default, occurs every 5 minutes.

Set Biometric terminal Date/Time – usually only needed when commissioning the system.

Rebuild Biometric Terminal – This command sends all the information for the users who need to use that terminal and is NOT generally used as the terminals are accessed every 5 minutes by BioMatch and transactions are communicated back to the server pc. All modifications to data that the terminal needs to know about is automatically transmitted to the appropriate terminals as soon as the editing or inputting of a new user is complete.

Preview Tasks: Clicking on this item will list current tasks and any error information. All Failed Tasks need to be tried again and if it does not clear then there is likely a communications problem.



Preview Tasks Dialog

In the example screen above, the Set date and time and the Get logs failed as the terminal was not connected to the hub. The Set date and time has been highlighted and the message below explains the reason for the failed task. Now just click on retry provided the communications fault has been fixed. After a few seconds in this case, this error will disappear.

The next item on the left of the screen is the **Business Unit(s)**.

- Select **New** to add a unit OR
- Double click on any existing unit to examine its content.

There are three fields:

- Name
- Description
- Export Value

The Name and Description is self explanatory and again the Export Value is for interfacing into an accounts program.

Deleting a Biometric Terminal

To delete a terminal, you must remove ALL group and user access. This situation can be regarded as a safety measure.



Business Units

A business unit allows for different cost allocation areas within an organization. Multiple business units can be created.

BioMatch needs at least one unit defined to allow users (staff who use the terminals) to be created.

Create a new Business Unit

Select Business units from the left panel. Then click on **New**. Fill in the following fields on the form.

Name: Enter the business unit name. (Required)

Description: Additional information to assist the BioMatch operator.

Export Value: Data placed here for interface to accounting packages.

Click **Finish** to save the Business Unit or click **Cancel** if you do not want to create this business unit.



User Groups

User groups are means by which groups of users can be managed. Access points are allocated and time masks can be applied to a group of users via User Groups.



Users cannot exist in the database without being assigned to a User Group. However, a User Group can exist without having access to any terminals. This can be useful for segregating users who, for security or other reasons, are not yet ready to be stored on a biometric terminal (eg. Employees that have been terminated or recently hired).

Create a new User Group

Click on **User Groups** then click **New**.

Page 1 - Details

Complete the following fields on this form, and then click **Next**.

- Name:** Name of the user group.
- Description:** Description of the user group.
- Disable Job areas:** Select this option to override the export value specified in the Biometric Terminal.
- Export Value:** This value will be inserted in an export operation.

Name:	<input type="text"/>
Description:	<input type="text"/>
<input type="checkbox"/> Disable Job Areas	(Using biometric terminal export value)
Export Value:	<input type="text"/>

Page 2 - Selected Biometric Terminals

Select the terminal(s) that this group will have access to.

Please select the biometric terminals that users in this group will be able to access:	
<input type="checkbox"/>	Main Foyer
<input type="checkbox"/>	Accounts
<input type="checkbox"/>	After Hours

Page 3 - Time Mask

In several sections in BioMatch 2006 you will see this window. It allows you to create access times by selecting from the table with 15 minute steps across 24 hours of all days of the week.

Select "Edit Time Mask" to show this screen.

The screenshot shows the 'Time Mask' window with columns for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each column contains a list of 15-minute time intervals, each preceded by a checkmark. Below the lists are buttons for 'Select All', 'Deselect All', 'Copy', and 'Paste'. At the bottom right are 'OK' and 'Cancel' buttons.

Page 4 - Shift lengths and breaks

When starts and stops are recorded, three values are used to determine what constitutes a break and a shift.

Maximum shift length: If the time between a start and a stop exceeds this value, then the shift will appear as an error in the time and attendance screen. When the mouse is moved over the shift it will show "Exceeds Maximum Shift Length".

Maximum break time: If the time between the first stop and second start is greater than the maximum break time then two shifts are recorded for this user. If the time is greater than the minimum break time but less than the maximum break time then a single shift is recorded with a break.

Minimum break time: If the time between the first stop and second start is less than the minimum break time then no breaks are recorded and the time between the first start and the last stop is recorded as a single shift.

Shift length and break examples

Example: Minimum break time is set at 5 minutes and maximum break time is set at 30 minutes. A user enters the workplace and records a start, then leaves recording a stop and returns after 35 minutes recording another start and then leaves for the day recording a final stop. This would be recorded as two separate shifts.

Example: Minimum break time is set at 5 minutes and maximum break time is set at 30 minutes. A user enters the workplace and records a start, then leaves recording a stop and returns after 25 minutes recording another start and then leaves for the day recording a final stop. This would be recorded as a single shift with a 25 minute break

Example: Minimum break time is set at 5 minutes and maximum break time is set at 30 minutes. A user enters the workplace and records a start, then leaves recording a stop and returns after 3 minutes recording another start and then leaves for the day recording a final stop. This would be recorded as a single shift with no breaks.

Page 5 – Start and Stop Rounding

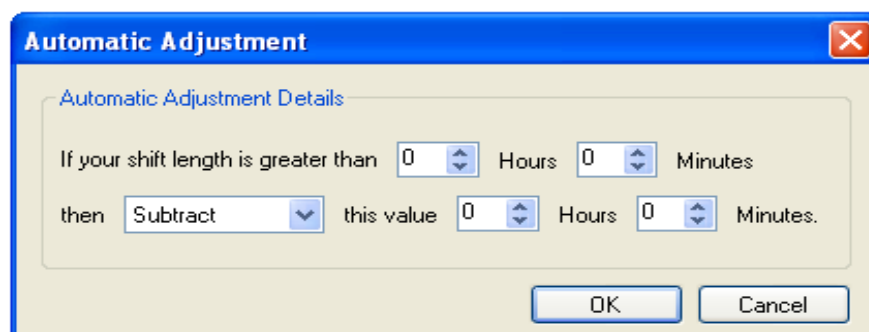
These values are set by default to 5 minutes, so if a start occurs at 8:59 AM the value that will be displayed and exported from the time and attendance section will be rounded to the nearest 5 minutes which is 9:00 AM. This is the same for stops, so 5:43 PM would be rounded to 5:45 PM. This value can also be set to round to the nearest 1, 10 15 and 30 minutes. This can be used when accounting packages are expecting values rounded to the nearest x minutes.

In situations that require more flexibility a custom option is available. When this option is selected a list of rounding values is displayed. This allows any minute value to be rounded to a specific value. Select the minute value and enter the round to value in the box underneath and click set value.

Page 6 - Automatic Adjustments

If users do not record breaks then a rule can be configured to automatically adjust the length of the shift. Time can either be added or subtracted from a shift that is greater than a specified length. This is a highly flexible facility that allows for such cases as compulsory meal breaks after a certain length of time has been worked.

Clicking **Add Rule** will display the following dialog.



The image shows a Windows-style dialog box titled "Automatic Adjustment" with a close button (X) in the top right corner. The dialog has a tab labeled "Automatic Adjustment Details". Inside the tab, there are two lines of text with input fields. The first line reads "If your shift length is greater than" followed by a numeric input field containing "0", the word "Hours", another numeric input field containing "0", and the word "Minutes". The second line reads "then" followed by a dropdown menu showing "Subtract", the word "this value", a numeric input field containing "0", the word "Hours", another numeric input field containing "0", and the word "Minutes". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Enter the values required and click **OK**.

Once a rule has been created it can be opened for editing by clicking **Open Selected Rule** or deleted if no longer required by clicking **Delete Selected Rule**.

Page 7 – Pay Rate Groups

Pay Rate Groups

There are two ways of setting up Pay Rate Groups:

Period Mode: This type of pay rate group is applied when a set number of hours have been worked in a given period. The pay rate group calculation period determines that period.

The types of calculation periods are as follows.

Daily (same each day): The pay rate groups are applied in the same way for each day.

Daily (specify each day): The pay rate groups can be set up in a different way for each day of the week.

Weekly: The pay rate groups are applied for all hours worked in one week

Fortnightly: The pay rate groups are applied for all hours worked in one fortnight.

When adding a pay rate group enter the name of the pay rate group, an export value (which will appear when a snapshot is exported) and the value at which the pay rate group will apply.

There is a standard pay rate for all periods that starts at zero hours, and is always applied.

An example scenario is if two pay rate groups are created using a "Daily (same each day)" calculation period. These groups would be called "Time and a half" and "Double time". If Time and a half pay rate group starts after 8 hours and Double time starts after 10 hours and a person worked 12 hours in one day the report would show

Standard Pay Rate - 8 hours
Time and a half - 2 hours
Double time - 2 hours

☒ Period Mode ☐ Date\Day Of Week And Time Mode

Pay rate group calculation period: Daily (same each day)

Name	Export value	Pay rate starts at
Standard Pay Rate	SPR	0:00

Move Up Move Down

Pay Rate Group Details

Type: Simple

Name:

Export Value:

Pay rate starts at: Hours Minutes

OK Cancel

Pay Rate

Date\Day of Week and Time mode: This mode is used for determine pay rates dependant of the date or day of the week and the time that the work occurred instead of "duration over a period of time".

☐ Period Mode ☒ Date\Day Of Week And Time Mode

These rules apply for: Actual

Day of Week and Time Default Pay Rate Name: Standard Pay Rate Default Export Value: SPR

Name	Export Value	Start day	Start Time	End day	End Time
------	--------------	-----------	------------	---------	----------

Add Pay Rate Open Pay Rate Delete Pay Rate

Date and Time Range

Name	Export Value	Start Date Time	End Date Time
------	--------------	-----------------	---------------

Add Pay Rate Open Pay Rate Delete Pay Rate

Adding a pay rate group in "Day of week and time" means that if any hours that are worked within that range they will be reported at that pay rate. Day of week and time is applied every week. "Date and Time Range" pay rate groups are applied only on the day of the year that is specified eg. December 25.

Edit User Groups Details

Pay Rate Groups

☐ Period Mode
 ☒ Date\Day Of Week And Time Mode

These rules apply for: Actual

Day of Week and Time
Default Pay Rate Name: Standard Pay Rate

Name	Export Value	Start day	Start Time
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #4a7ebb; color: white; padding: 2px;">Pay Rate Group Details</div> <div style="padding: 10px;"> <p>Name: </p> <p>Export Value: </p> <p>Start Day/Time: Sunday 12:00:00 AM</p> <p>End Day/Time: Sunday 11:59:59 PM</p> <div style="text-align: right; margin-top: 10px;"> OK Cancel </div> </div> </div>			



Users

Persons who will have their biometric data (or minutia) sent to the selected biometric terminal for identification purposes for either access control or time and attendance.

Creation and Enrolment

To create a new user, select the **User** section and click **New** on the Toolbar.

Page 1 – User Details

Create a New User

Please enter user details

User Groups:

Counter Staff

Business Unit:

Parramatta

First name:

Middle name:

Last name:

Date of birth:

1/01/1980

Job title:

Employee ID:

Comments:

Enrol for biometric terminal download:

☒

Terminal display name:

Wiegand usercode:

You firstly need to select the next two fields that the individual will belong to.

User Group: Select the user group that this user will belong to.

Business Unit: Select the Business Unit that this user will belong to.

First Name: Users first Name **(Required)**

Middle name: Users Middle Name

Surname: Users Surname **(Required)**

Date of Birth: (Optional)

Job Title: (Optional)

Employee ID: A company specific code that may be assigned to a user. (Optional)

Comments: Any additional information that is relevant to that person. (Optional)

Enrol for Biometric terminal download: Check this box to allow this user to be stored on the biometric terminal.



Enrol for Biometric terminal is enabled by default but can be disabled for one or both of the following reasons: You may want to import users whom you have enrolled off site (by using a laptop and enrolment device) but for security reasons do not want their information sent to the terminals yet OR this terminal has not yet been installed or not yet commissioned. Therefore having this box un-ticked would prevent the system from generating errors as it would have tried to send the enrolment details to the missing terminals.

Terminal Display Name: The information displayed upon acceptance by the terminal and defaults to the First and last name of the user

Wiegand Code: Is incremented by one as each new user is added

Page 2 – Override Biometric Terminals

The settings in this form will only be used if the user needs special access that is different from the Biometric Terminals that were specified in the User Group.

Check the "Override user group biometric terminals" and select the Biometric terminals this user will be enrolled on.

Page 3 - Time Masking:

The settings in this form will only be used if the user needs special access that is different from the time masks that were specified in the User Group.

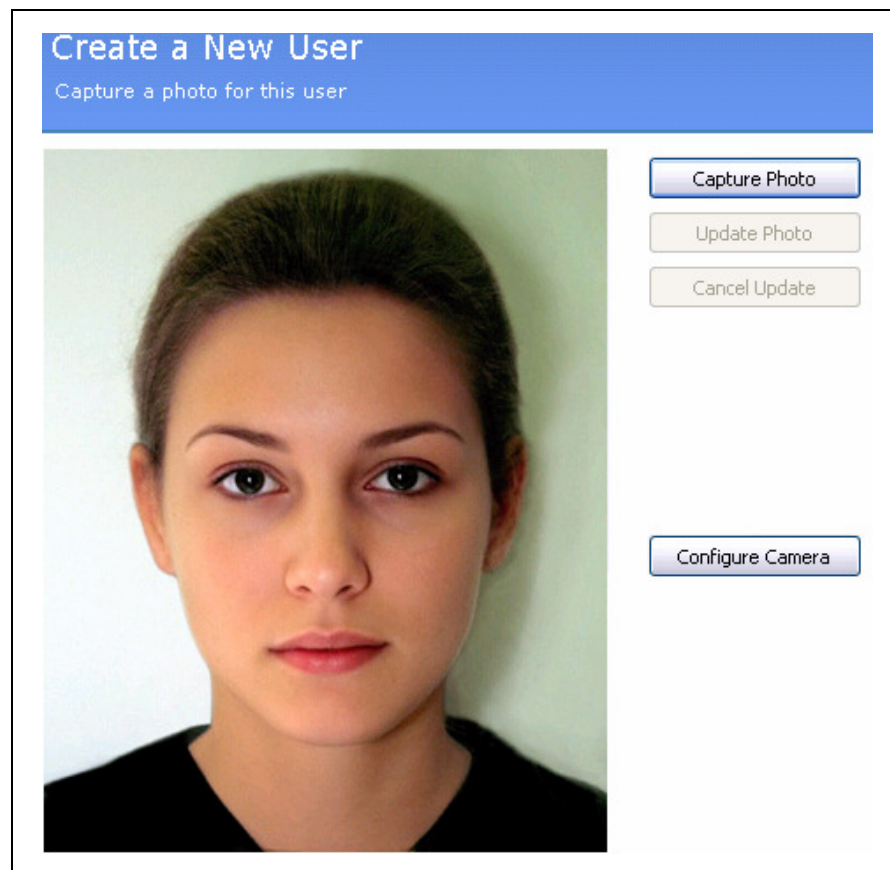
For example, you may want to deny access from this point on but not delete the user from the system. To achieve that for this user, you would place a tick in the ☒ **Override personnel group time mask settings**. Or you may want to provide total access to this user and you would then tick both the Override and Allow all Access.

By selecting the Edit Time mask, you can edit the time mask and be quite precise with the times as you will see in the following partial screen shot.

The screenshot shows a 'Time Mask' configuration window. It features a grid with seven columns representing the days of the week (Sunday to Saturday) and rows representing 15-minute time intervals from 00:00 to 06:00. Each cell in the grid contains a checkbox, and all checkboxes are currently checked. Below the grid, there are sets of buttons for each day: 'Select All', 'Deselect All', 'Copy', and 'Paste'. At the bottom right of the window are 'OK' and 'Cancel' buttons.

The week is broken into 15 minute blocks and by default, they are all selected. By removing ticks, the user will not be granted access to that (those) times of day (or night).

Page 4 – Photo Capture

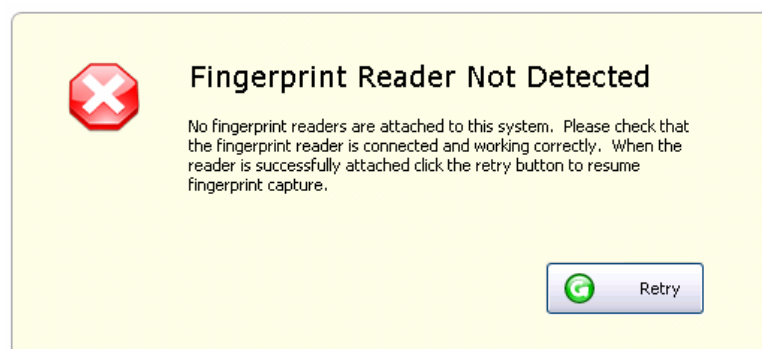
The screenshot shows a web interface titled "Create a New User" with a subtitle "Capture a photo for this user". On the left is a large rectangular area displaying a photo of a woman with dark hair pulled back, looking directly at the camera. To the right of the photo are three buttons: "Capture Photo" (highlighted with a blue border), "Update Photo", and "Cancel Update". Below these buttons is a "Configure Camera" button.

Position the person in front of a plain background so that all of their face is visible in the picture, similar to the sample image. Once the user is positioned correctly click **Capture Photo**. If no camera is connected, you STILL click on **Capture Photo** capturing the blue screen and then click on **Next**.

Page 5 – Fingerprint Capture

This is the screen you will see if one of the following situations is present:

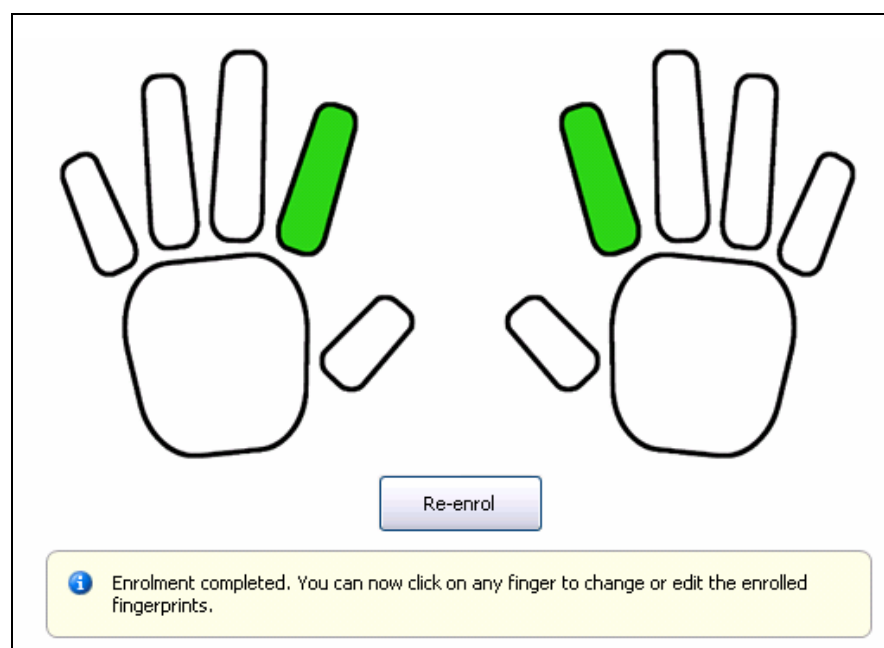
1. There is no fingerprint reader connected
2. The fingerprint connected is the wrong model for the software.



So here is the screen you should see:



If you are editing an existing user you will see this screen:



The default fingers that the system suggests you enrol are both fore fingers.

You do not need to use these fingers and can click on others.



The system expects two fingers to be enrolled so that the user will still have access should one fingerprint become damaged due to minor events such as knife cuts etc.

Click on a finger and have the user place their finger in the centre of the scanner glass whereupon you will see the print on the screen. There are three scans performed on each finger and the system analyses the all scans and decides when the quality is sufficient.



The swirl of the print is located in the middle of the finger. The system is specifically looking for this in the image. So advise the user to place the ball of their finger in the middle of the scanner glass and not to exert much downward pressure! Too black an image is not acceptable (too much pressure) as is too light an image.



Next will take you to the Congratulations! window.

User Actions

Along the top toolbar of the Users window, there are 9 function tools. We have covered New. The others are as follows:

Open – opens the already saved user details for viewing or editing.

Delete – use with caution as the user's details will be permanently deleted.

Advanced Properties – You can change the Organisation Unit that the user belongs to.

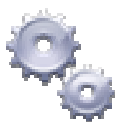
Rebuild User – activation of this icon will re-send the user's details to the terminal(s). It can be used if modifications have just been performed but this is not necessary as BioMatch will complete this task immediately upon the completion of the editing. The main purpose of this icon is to send the user's information to the terminal(s) EVEN if no modifications have been carried out. The scenario in which this may be used is when the user is having problems being accepted by the terminal as sending the data again would rule out whether or not there was a problem with the stored data.

Import user – Users can be enrolled on another system such as a laptop with an enrolment device (MSO 300) and BioMatch 2006 installed. Then you can export the users to a device such as a USB drive or a network share and import them into the main system with this facility. During the importing, they will be automatically placed into a group that will be created by BioMatch called Imported Users. From there, they need to be assigned to the appropriate Business Group and User Group by selecting each user one at a time and editing their details.

Export User – Selecting a user and clicking on this icon will produce a window asking where you want the file to be stored. Typically used as described above where a laptop is used to enrol users.

Review Tasks – You can view the progress of a selected task that was instigated by the delete, export, import etc icons and can choose between Pending and failed. Should a task have failed, you may highlight it and click on Retry. Pending tasks cannot be altered or deleted.

Show Search – For locating a user. When selected a window opens above the column heading.



Operators

An operator is a person who uses the BioMatch 2006 Client software. Operators are the only people who can logon to the BioMatch 2006 software. The Administrator operator has full access. Other operators with limited rights can be created.

Creating a new operator

Select the **operator** section on the left and click **New**



In the panel to the right, you will see that a default Operator has been created the System Administrator. This operator cannot be deleted or modified. This operator has access to every part of BioMatch 2006 and so keeping the password for this user secure is essential.

Page 1 – Operator Details

As the administrator, you fill in the name and password of the new Operator. You may:

- elect to allow the password NOT to expire
- not have a password for this Operator
- disable the account or
- provide full administrator rights to this user (not recommended).

Create a New Operator

Please enter the details for this Operator

First name:	<input type="text"/>
Middle name:	<input type="text"/>
Last name:	<input type="text"/>
Username:	<input type="text"/>
	<input checked="" type="checkbox"/> Reset password
Password:	<input type="password"/>
Confirm password:	<input type="password"/>
Password expiry:	<input type="text" value="11/07/2006 03:54 PM"/> ▼
	<input checked="" type="checkbox"/> Password does not expire
Login disabled:	<input type="checkbox"/> (selected to disable this operator)
System administrator:	<input type="checkbox"/> (select to grant system administration access rights)
Organisation unit:	<input type="text" value="Allow access to all organisation units"/> ▼

Page 2 – Operator Access

You may choose which areas of the system that this new Operator access to.



The following example assumes there may be a need for a particular Operator to have very limited rights across BioMatch including NO rights to Edit, Delete or Create users but DOES have rights to create reports and view tasks, access logs etc.

☐ Use access rights profiles below

Select the main areas of the system this operator will be granted access

☐ User management
☐ Run reports
☐ Time & attendance management

Select the administrative areas of the system this operator will be granted access

☐ Organisation unit management
☐ Biometric terminal management
☐ Business unit management
☐ User group management
☐ Operator management
☐ Report template management
☐ System settings

☒ Build a custom access right profile
 note: this is an advanced option and can result in unexpected access right profiles

Select "Build a custom access right" profile and Click **Next**.

Instance access rights:

Description	Display	Read	Add	Edit	Delete	Import	Export
User group rounding delta	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snapshot	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User selected biometric terminal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business units	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User group date/time pay rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User group day of week time pay rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operators	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biometric terminals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Profiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task Instances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User group automatic adjustment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User group selected biometric terminal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Input Template	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User group period pay rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick the Read and Display boxes of your choice as above and Click **next**.

Report access rights:	
Description	Execute
Cost Centre report	<input type="checkbox"/>
Pay Rate report	<input type="checkbox"/>
Start and Stop (all users) report	<input type="checkbox"/>
Snapshot (single user) report	<input type="checkbox"/>
Activity report	<input type="checkbox"/>
Snapshot (all users) report	<input type="checkbox"/>

Logger access rights:				
Description	Read	Add	Edit	Delete
Access log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System event log	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start and stop log	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instance delete log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System error log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Configuration access rights:	
Description	Execute
Cost Centre report	<input type="checkbox"/>
Pay Rate report	<input type="checkbox"/>
Start and Stop (all users) report	<input type="checkbox"/>

Now select **Finish**.

Edit Operator

Edit Operator Details - Verifier ReadOnly

Please enter the details for this Operator

First name:

Middle name:

Last name:

Username:

☐ Reset password

Password:

Confirm password:

Password expiry:

☒ Password does not expire

Login disabled: ☐ (selected to disable this operator)

System administrator: ☐ (select to grant system administration access rights)

Organisation unit:

Rather than create a custom set of rights you may choose to give the new operator a predefined set of rights. To use these defaults you would click in the circle for Use access rights profiles below.

Next page provides the areas that you would allow access to.

☒ Use access rights profiles below

Select the main areas of the system this operator will be granted access

- ☒ User management
- ☒ Run reports
- ☐ Time & attendance management



Report Templates

Report Templates are used in the Reports centre and allows preselected information to appear when generating a report depending on the type of report template selected. This allows frequently created reports to be generated faster as the common information is already selected. The Reports are found via the icon in the main icon list:



Click on the **Reports Template** from the left panel and click on New. A drop down menu will be displayed allowing creation of the following types of report templates.

Inactivity Reports: Will show all users who have not presented at a biometric terminal for the specified date range.

On-site / Off-site Reports: Using presentation information this report will show a list of all users who should be on-site and off-site.

User Detail Reports: Displays a summary of the selected user's profile and all biometric terminal activity.

Activity Reports: After selecting this report template the process for creating an activity report template is as follows.

There are two tabs named **Template details** and **Item Selection**.

Template details:

Name: All activity (includes all users and biometric terminals). This is the default name for this template.

Report type: There are four to choose from – User Activity, Biometric Terminal Activity, User Group Activity and All Activity (users and terminals).

User Activity: Set the start date and time and the end date and time. Also, place the first two characters of the First name in the appropriate field and the first two characters of the Surname in the next field and click on "Search". Once you see the user, highlight

the name and then click on Generate Report. This procedure is similar for the next two reports.

Biometric Terminal Activity: as above but no search is required.

These four choices cover most operators' needs.

Range Type: There are two choices you can select – Timespan with offset from today OR Date Range, both user configurable.

Range: If Range type selected is **Timespan** then enter the Span Offset in days and minutes. In this case, you are telling the system to present data covering the range from a date and time in the past to the current date and time. The default offset is zero for all fields.

The screenshot shows a dialog box titled "Specify Date Range" with a blue header bar. Below the header, there are two radio buttons for "Range Type": "Timespan with offset from Current Date/Time" (which is selected) and "Date Range". Under the "Range:" label, there are two rows of input fields. The first row is for "Span Offset" with fields for Day(s), Hour(s), and Minute(s), all set to 0. The second row is for "Span Length" with similar fields for Day(s), Hour(s), and Minute(s), also set to 0. At the bottom, there is a yellow button with an information icon and the text "Timespan".

If **Date Range** is selected, then the screen changes to show Start Date and Time and End Date and Time.

The screenshot shows the same "Specify Date Range" dialog box, but now the "Date Range" radio button is selected. Under the "Range:" label, there are two rows of date and time pickers. The first row is for "Start Date Time" with a date picker set to "17/02/2006" and a time picker set to "12:04:02 PM". The second row is for "End Date Time" with a date picker set to "21/06/2006" and a time picker set to "12:04:02 PM".

Page 2 - Item Selection (select second tab, Page 2)

The screenshot shows a tabbed interface with two tabs: "Page 1 - Template Details" and "Page 2 - Item Selection". The "Page 2 - Item Selection" tab is active. Below the tabs, there is a message box that says "All Activity Report selected" in bold, followed by "There are no selectable items for this type of report."

This message is shown because we have selected All Activity.

The procedure is similar for editing or creating the other report templates.



Access Logs

An access log is a text record of transactions recorded by the system.

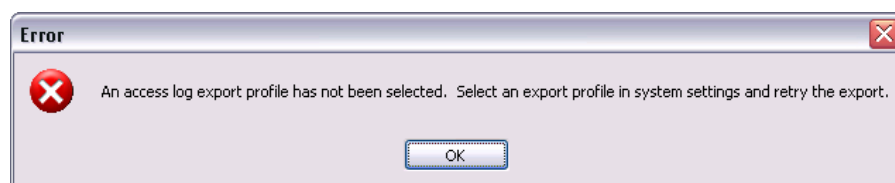
To view access logs, firstly go to Display – Custom and a drop down menu will appear.

Select Custom if the predefined lengths are not applicable. Then set the From and To date. Then click on **Search**.

Access Time	Biometric Match	User Name	Biometric Terminal
Yesterday			
21/06/2006 8:26:05 AM	True	Kathy Beaumont	After Hours
Last Week			
13/06/2006 4:42:09 PM	False	(unknown user)	After Hours
13/06/2006 2:37:58 PM	True	Jeffory Bridges	After Hours
13/06/2006 2:37:46 PM	True	George Sanders	After Hours
13/06/2006 2:20:04 PM	True	Kathy Beaumont	After Hours
		Trudy Wise	After Hours

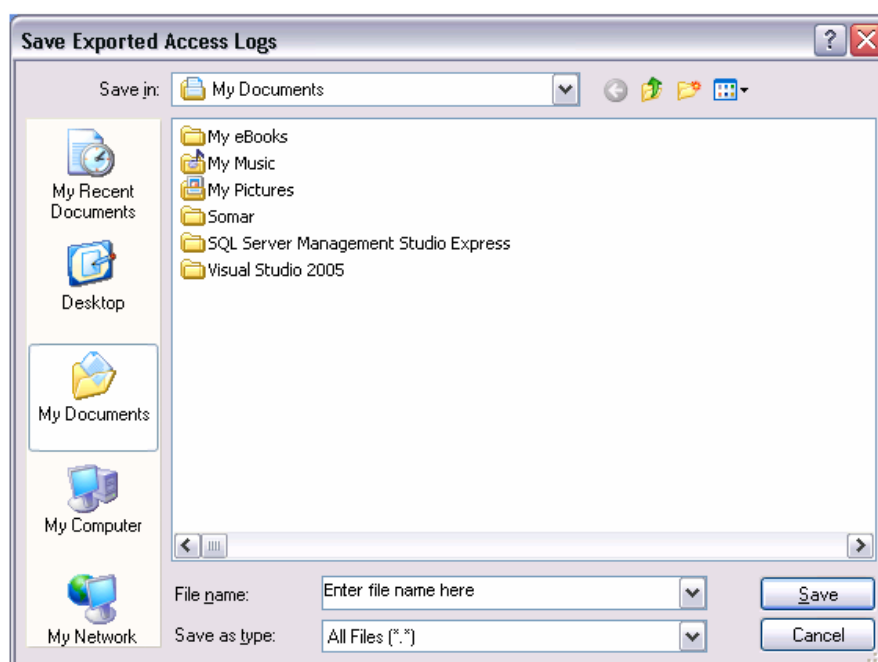
This information can be exported but you will see the following message if export profiles have not been created.

Before the access log can be exported, you need to create an Export profile. This is an initial setup procedure and is performed only once unless you need to export to another type of time and attendance application. The following error will be displayed if the profile(s) have not been created.

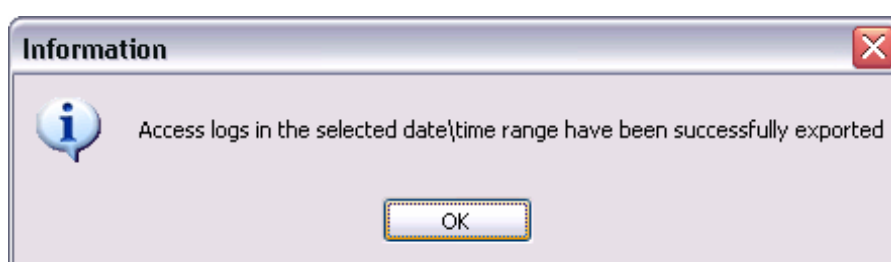


Refer to the system settings section to see how to do this.

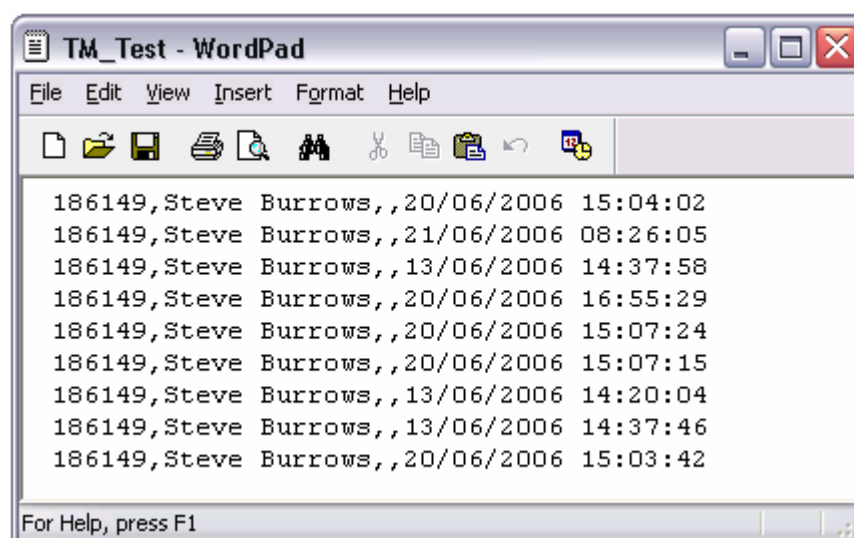
Once an access log exporter has been set up click on Export Access logs and you are presented with a window showing the destination of the file - type a name.



Enter a file name and click on Save.



Should Timeminder be the export profile, then the file created will be as follows (comma delimited):





System Settings

Section 1 – System Functionality

System functionality Automatic log management T&A General T&A added Start/Stop

System mode

- ☐ Run in Time & Attendance mode
- ☐ Run in Access Control mode
- ☒ Run in both Time & Attendance and Access Control mode

General display options

- ☒ Display organisation unit

User wizard display options

- ☒ Display extended user details
- ☐ Display user defined field 1
 - ☐ User defined field 1 requires a value
 - User defined field 1 display name:
- ☐ Display user defined field 2
 - ☐ User defined field 1 requires a value
 - User defined field 1 display name:

System Mode

BioMatch 2006 can run in 3 different modes:

Time and Attendance: Only functionality related to time and attendance is displayed to the user.

Access Control: Only functionality related to Access Control will be displayed. In this mode items such as the time and attendance screen would not be displayed as well as other time and attendance specific items.

Both Time and Attendance and Access Control: All functionality is displayed. This is the default mode.

General display options

Just the one option – display the Organisation Unit or not.

User Wizard options

Display extended User details: In user details by default only the first of two pages are presented during enrolment and display. The second page allows entry of additional information such as Phone Number, Fax Number, Mobile Number, Email and Address details.

Display user defined field 1 (and 2)

Selecting this option creates a third page on user information with the field(s) being shown as below. You may also force data entry into this field.

One field selected.

User defined field 1:

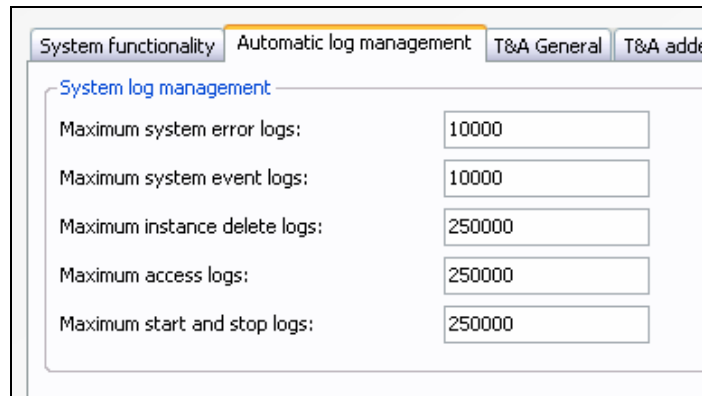
Both fields selected.

User defined field 1:

User defined field 2:

Note that the fields have a default name 'User defined field x' and of course you may create names for these fields by overwriting the existing text.

Section 2 - Automatic Log management



System log management	
Maximum system error logs:	10000
Maximum system event logs:	10000
Maximum instance delete logs:	250000
Maximum access logs:	250000
Maximum start and stop logs:	250000

These settings are in place to prevent any log files from becoming unmanageable due to their size. The above values are the default values.

Section 3 - T & A General

The screenshot shows the 'T&A General' tab in a configuration window. It contains three sections: 'Display names' with fields for 'Business unit display name' (set to 'Business Unit') and 'User group display name' (set to 'User Groups'); 'Export profiles' with three dropdown menus for 'Snapshot exporter', 'Start and stop exporter', and 'Access log exporter', all currently set to '(none)', each with a 'Configure' button; and 'Automatic access log exporter' with a checkbox 'Automatically export access log information' (unchecked), and fields for 'Export to directory' (C:\Documents and Settings\LocalService), 'Export filename' (transactions.csv), 'Export access log data every' (2 hours), and 'Start export from' (1/01/2006 12:00:00 AM).

Display names: You may elect to change the Business Unit field name to another which better describes this level within your business structure. The same applies to the user Group display name.

Export profiles

This screenshot focuses on the 'Export profiles' section. It shows three dropdown menus: 'Snapshot exporter' is set to 'MYOB', 'Start and stop exporter' is set to '(none)', and 'Access log exporter' is set to '(none)'. Each dropdown menu has a corresponding 'Configure' button to its right.

Data may be exported from the BioMatch Time and Attendance module. BioMatch needs to know what format the data needs to comply to.

Snapshot Exporter: Before you can export Time and Attendance information to an accounting package, you must create a Snapshot. A Snapshot is a period of time in which staff has been working and the information contained therein clearly shows start and stop time, hours worked in a normal shift, overtime etc. The data is complete. It may be the case that some data is missing – for instance, the staff member forgot to log off with the fingerprint reader. Should this be the case the error has to be manually fixed in the T & A presentation module before it can be saved and then exported.

The 'Export profiles' window contains three rows of configuration options:

- Snapshot exporter:** A dropdown menu with 'MYOB' selected. To its right is a 'Configure' button.
- Start and stop exporter:** A dropdown menu with '(none)' selected. To its right is a 'Configure' button.
- Access log exporter:** A dropdown menu with '(none)' selected. To its right is a 'Configure' button.

The dropdown menu for 'Snapshot exporter' is open, showing the following options: (none), Chris21, Pulse, Sybiz, WageEasy, and MYOB.

Choosing MYOB as an example and selecting **Configure** will display the following screen.

The 'MYOB SnapShop Options' dialog box has a title bar with a close button. It contains the following fields and buttons:

- Slip ID:** A text field containing 'AA' with a red note '(Must be 2 characters)' to its right.
- Index Number:** A text field containing '0' with a red note '(Must be less than 999999)' to its right.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

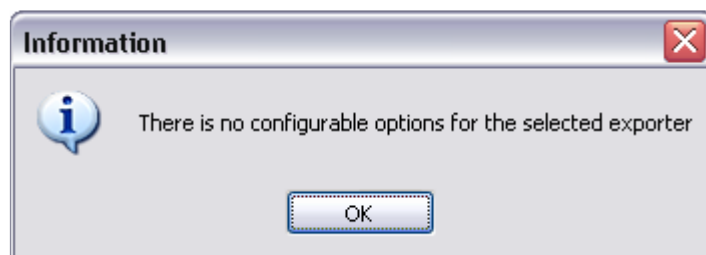
MYOB requires a Slip ID containing 2 characters (alpha numeric) and a starting Index number. The Slip ID may refer to a location or city, for example: MB, SY, BE AU, NZ etc. The Index number is incremented by 1 for each instance of work carried out including Normal Time, Time and a Half and Double Time as every shift component has an Index number.

Access Log Exporter

The 'Export profiles' window is shown with the 'Access log exporter' dropdown menu open. The options in the menu are: (none), Commac, Neller, and Timeminder. The 'Commac' option is currently selected.

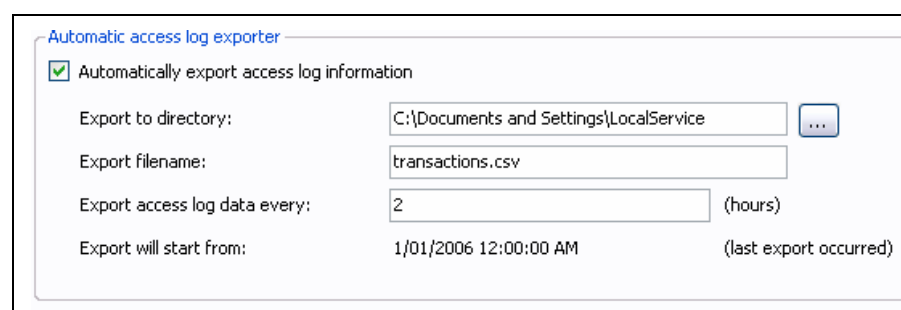
You need to select the format you want the exported data to comply with. You may choose from Commac, Neller, MYOB and Timeminder.

There is no need to configure any of these options in this release of BioMatch. Attempting to do so will result in a message being displayed:



Automatic Access Log Exporter

Click on the tick box for Automatic export access log information and select a destination for the exported file.



You will see the default file name and destination for the file. You may change this to your preference. Click **Apply Changes** and Click **Yes** when asked if you are sure you want to make these changes.

When activated, a file will be created regularly according to the number in the hours box. It will be saved to the folder in "Export to directory".



This function is only used if the T and A / Payroll package being used requires this type of integration with BioMatch 2006.



Error Logs

Error logs store messages that are created by BioMatch in the event of an internal action not producing the expected results.

This icon is used should a support call be made. The support team member may ask about the information on the screen and may also ask that the log be emailed to support for further analysis.

Activating this icon will produce the following screen:

Any error messages would appear directly under the heading that indicates when they occurred.

Before clicking on the Export icon, you should click on the drop down menu of the Display box then either select from the choices: One day, Two days, Five days etc. or Custom. The last selection allows for the start and end date and times to be selected.

No Internet Access

Clicking on the Export Logs icon at the top right hand corner will open a new window called **Save a log file**. This action is useful for a situation where the BioMatch pc is not connected to the Internet, allowing for the file to be saved in a location for future reference. However, an important icon is the **Email Logs to support**. When activated, the log file is automatically emailed to the support address of Biometric Innovations where it can be examined by support staff to help determine the process needed to rectify any fault conditions.



Event Logs

Here you will find the history of internal actions performed by BioMatch. When there is a Red circle with a white X at the far left of the command, an error has occurred. A common error is a failed attempt by BioMatch to communicate with the biometric terminal(s). This situation will occur if, for example, there is more than one terminal and all are in error – this may well point to the network hub being switched off or if power to all terminals has been interrupted.

The Export Logs and Email Logs to Support icons provide the same facility as previously outlined in Access logs.



Reports Centre

The reports centre has a variety of reporting options for displaying information about user activity. The reports visible in this section are dependant on the report templates that have been set up in the administration section. There are four types of reports that can be generated:

Inactivity Reports: Will show all users who have not presented at a biometric terminal for the specified date range.

On-site / Off-site Reports: Using presentation information this report will show a list of all users who should be on-site and off-site.

User Detail Reports: Displays a summary of the selected user's profile and all biometric terminal activity.

Activity Reports: These reports will show all activity for the selected item type. Four Activity Reports are included by default:

- User Activity Report
- Biometric Terminal Report
- User Group Activity Report
- All Activity Report

User Activity Report

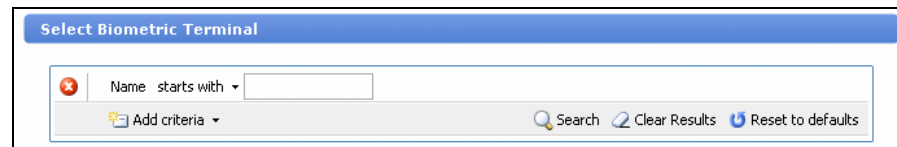
Report Summary		
Report Type:	User Activity Report	
Date Range:	User specified	
User:	User Defined	
Specify Date Range		
From:	14/06/2006 12:20:33 PM	To: 21/06/2006 12:20:33 PM
Select User		
<div>First name starts with <input type="text"/></div> <div>Last name starts with <input type="text"/></div> <div>Add criteria <input type="button" value="Search"/> Clear Results Reset to defaults</div>		
First Name	Last Name	Date of Birth

The default **Date Range** date and time is one week back from today.

Select the user – Enter the first few characters of both the first and last name. The Add criteria provides more options. Select Search.

Once the user is on the screen, select the user and click on **Generate Report**.

Biometric Terminal Activity Report



The screenshot shows a web-based search interface titled "Select Biometric Terminal". It features a search bar with a red "X" icon on the left and a dropdown menu labeled "Name starts with" followed by an empty input field. Below the search bar is a button labeled "Add criteria" with a plus icon. To the right of the search bar are three buttons: "Search" with a magnifying glass icon, "Clear Results" with a circular arrow icon, and "Reset to defaults" with a circular arrow icon.

This is the same search window to that of the User Activity. You enter the name of the terminal. If you are not sure of the name or spelling, just click on Search and all the terminals will appear. Just select the terminal.

User Group Activity Report

Again the screen is similar to the Biometric Terminal Activity Report.

All Activity (included all users and biometric terminals).

Again, the same operations apply to this report.



Time and Attendance

The Time and Attendance function in BioMatch has two sections

1. Search for Shifts
2. Search for Saved Shifts (Snapshots)

The screenshot shows the 'Search for Shifts' tab selected. It contains three panels:

- 1. Select User groups:** Includes a checkbox for 'Use all User groups'. Below is a list of user groups: Maintenance Staff, Engineers, Administrative Staff, Information and Communications, and Managers. There are 'Select All' and 'Clear All' buttons.
- 2. Select Business units:** Includes a checkbox for 'Use all Business units'. Below is a list of business units: Management, Engineering, Information Technology, and Administration. There are 'Select All' and 'Clear All' buttons.
- 3. Select Date Range:** Includes a 'Date Range' dropdown set to 'Today', 'Start Date' and 'End Date' dropdowns both set to '14/08/06', and a 'Display Shifts' button.

Search for Shifts

Shifts are derived from starts and stops and are determined by the rules defined in the person group.

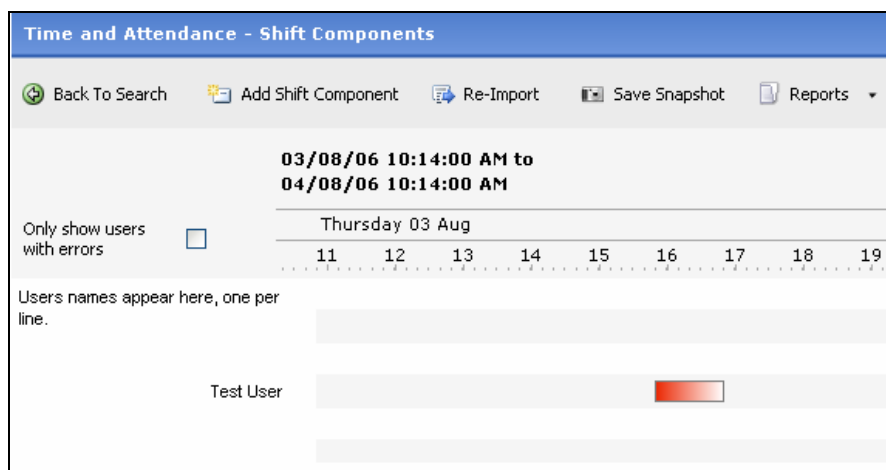
To search for shifts select the user groups that are required (or all groups can be selected) then select the Business Units and finally the date range that is to be displayed.

This screenshot shows the '3. Select Date Range' panel. The 'Date Range' dropdown is set to 'Today'. A dropdown menu is open, showing the following options: Today, Last 2 Days, Last 5 Days, Last Week, Last Fortnight, Last Month, and Custom. There is a calendar icon and a 'Display Shifts' button.

Selecting Custom will allow a custom date range to be entered.

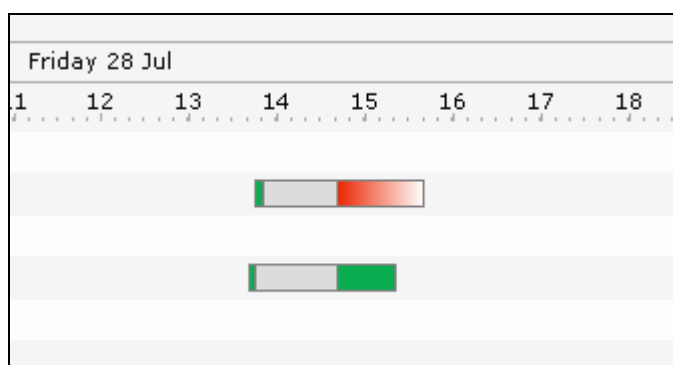
This screenshot shows the '3. Select Date Range' panel after selecting 'Custom'. The 'Date Range' dropdown is set to 'Custom'. The 'Start Date' and 'End Date' dropdowns are both set to '14/08/06'. There is a calendar icon and a 'Display Shifts' button.

After clicking on Display Shifts:



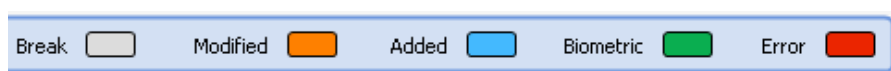
At the top right corner of the screen you will see "Save Snapshot". The displayed Shift details can be saved once any errors have been fixed. Saved shift details are called a Snapshot.

The most common error displayed is either the lack of a shift Stop or Start.



When one or more such errors are present, the operator has to manually edit the shift before the displayed information can be saved.

The colour codes for the items displayed in this view are as below:



If one end of a shift is red and the other is white it means that there is missing information. Move the mouse over the error to see what the problem is. The shift can be edited by dragging the end that has the error to the correct position. Right clicking on a shift will pop up a menu. Clicking "edit this shift" will display a dialog that can be used to specify the missing data.

When a shift is solid green it indicates that both the start and stop information were recorded by a biometric terminal and have not been modified. If a shift transitions from one colour to another eg orange to green it means that the start has been modified and the stop was recorded on a biometric terminal.

If any shift end is blue it indicates that an operator has manually added this information.



Alterations performed to the displayed shifts do not affect the actual raw data that was displayed. After any alterations are performed, re-importing the data will revert the system to the original data.

Shift Actions

There are several other actions that can be performed in the shift view.

Add a shift component: Selecting this will display a dialog that allows a new shift to be created. Fill in the required information and click OK. This feature is used when both a start and stop has not been recorded for a user.

Reimport: This function will revert all of the shift data back to its original state. All modifications and added shifts will be lost.

Save Snapshot: Once all errors are fixed a snapshot can be saved.

Shift Reports

All users: This report displays start and stops for all users for the date range specified in the shift view.

Selected Users: Selecting this report will display a dialog that shows all of the users in the shift view. Select the users that are to be displayed and click ok. The report will display starts and stops for all selected users for the date range specified in the shift view.

Search for Saved Shifts (Snapshots)

Selecting this tab will display a screen that shows all available snapshots. This view can be filtered by selecting a date range and clicking "Show Snapshots for Date Range".

Select the snapshot to view and click "View Selected Snapshot". After performing this action a screen will be displayed that is very similar to the shifts screen. However, different actions can be performed on a snapshot than to shifts so the options available will be different.

In the snapshot view shifts cannot be edited. The snapshot can be exported at this point or a report can be run on the snapshot data.

Snapshot Reports

There are five reports available in the snapshot view.

All users: Shows the details (start time, end time, shift length) for all shifts for every user in the snapshot.

Selected users: Selecting this report will display a dialog that shows all of the users in the snapshot. Select the users that are to be displayed and click ok. The report will then show the details (start time, end time, shift length) for all shifts for the selected users.

Pay rate group: This report displays all the pay rate groups for each person for the hours worked.

Cost centre: This report displays the total number of hours worked in each cost centre. Depending on the user group settings the cost centre can be based on the biometric terminals or user groups.

Total hours: Selecting this report will display a dialog to select user, user group or business unit. The report will then display the total hours worked for each item of the selected type.

Backing up the database

We strongly recommend the routine backing up of the database through either one of these methods:

1. Backing up the files using SQL Server Management Studio Express
2. Copying the two files to a secure place.

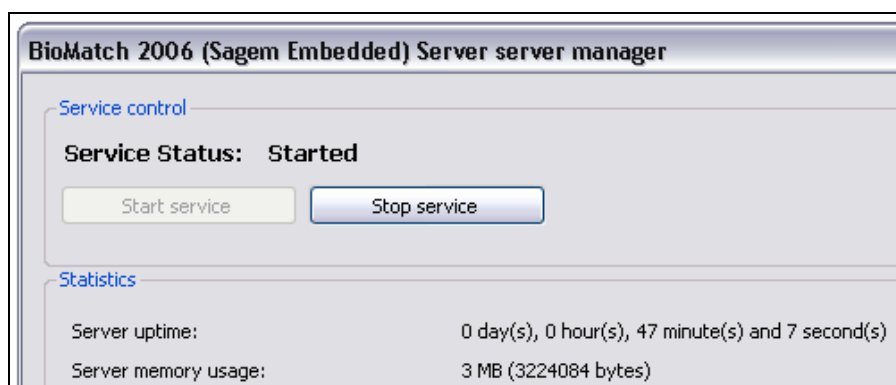
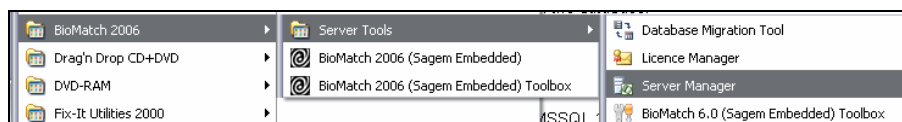
Method 1 - SQL backup



This method requires SQL Server Management Studio Express. Please make sure this is installed before continuing.

1. Stop the BioMatch Server.

Run Server Manager from the following location.

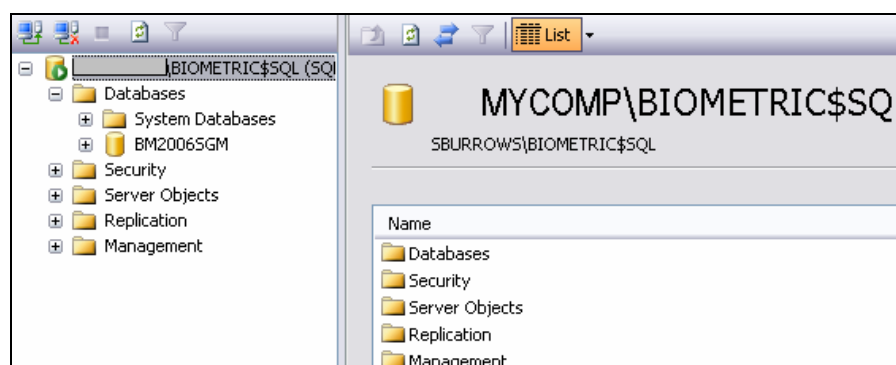
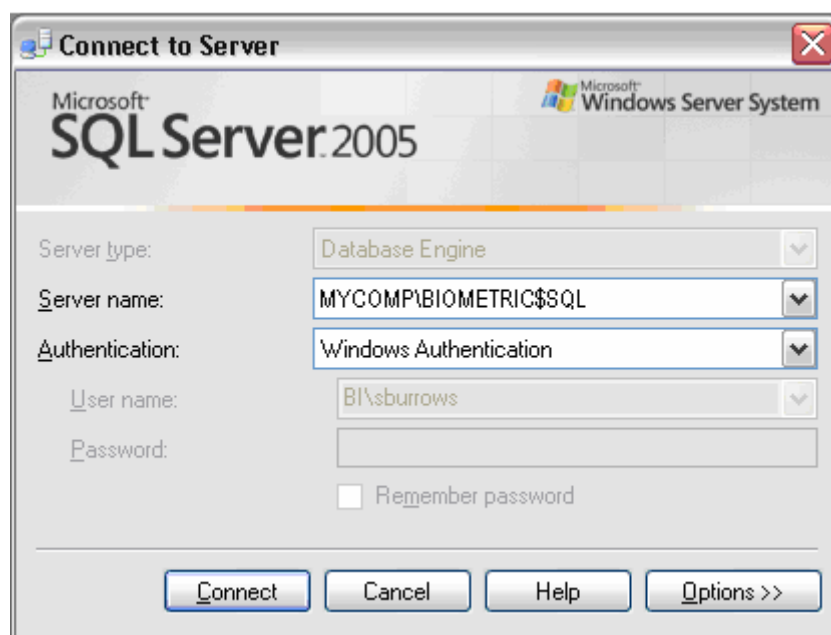


Click **Stop Service**.

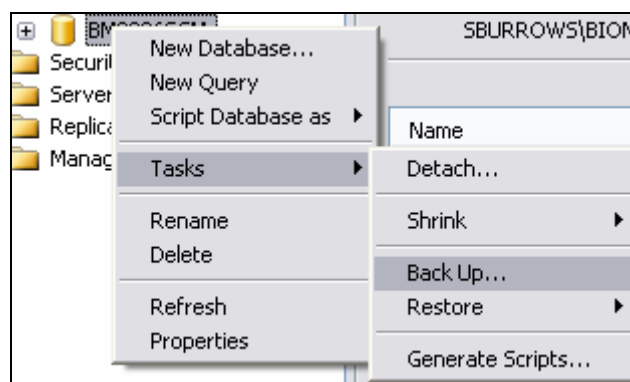
Open **SQL Server Management Studio Express** from the following location.

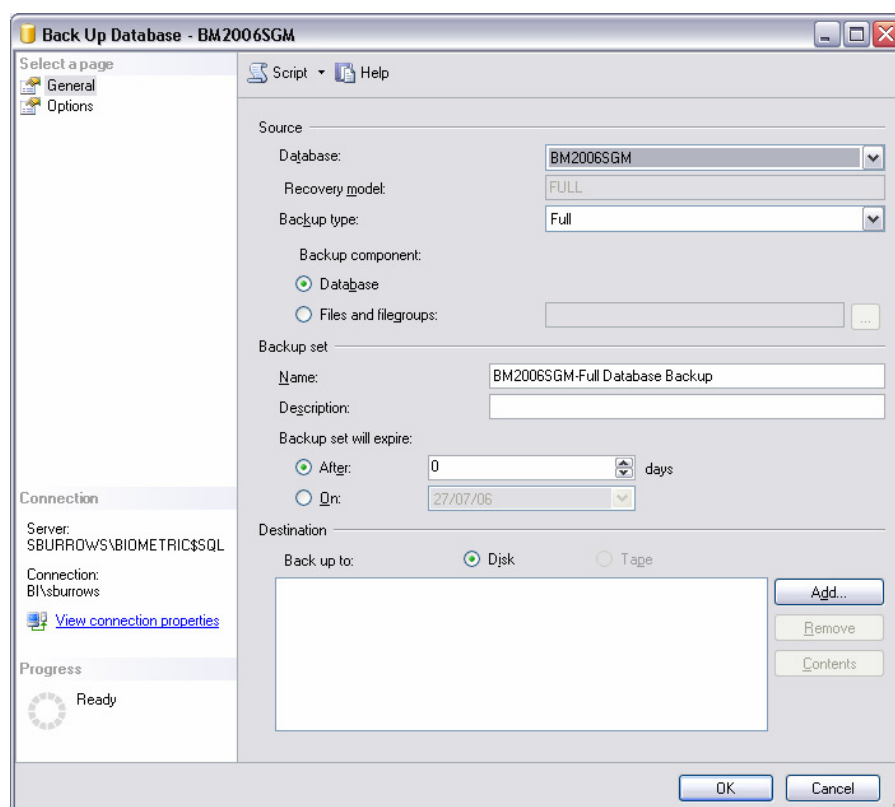


Click Connect.



Highlight the BM2006SGM database. Right mouse click and click on Backup.

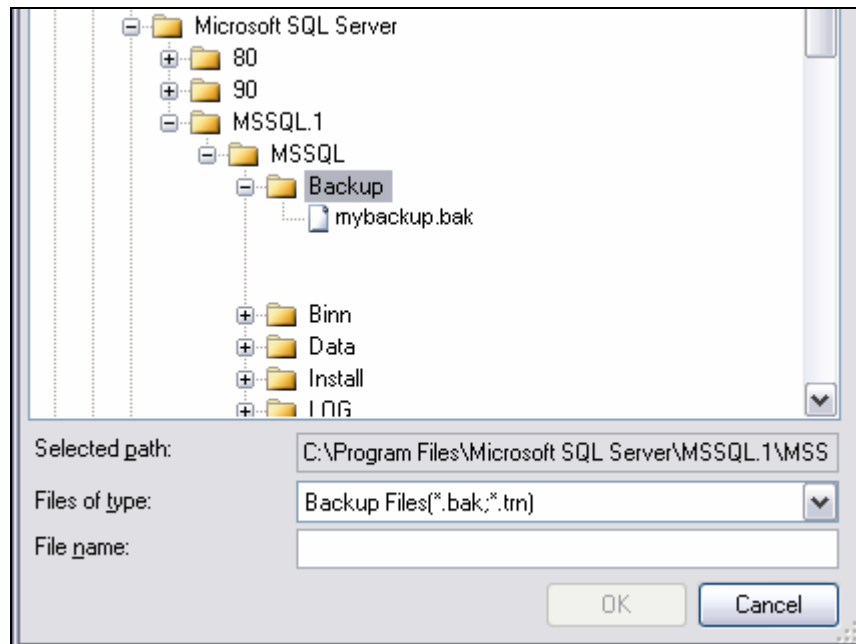




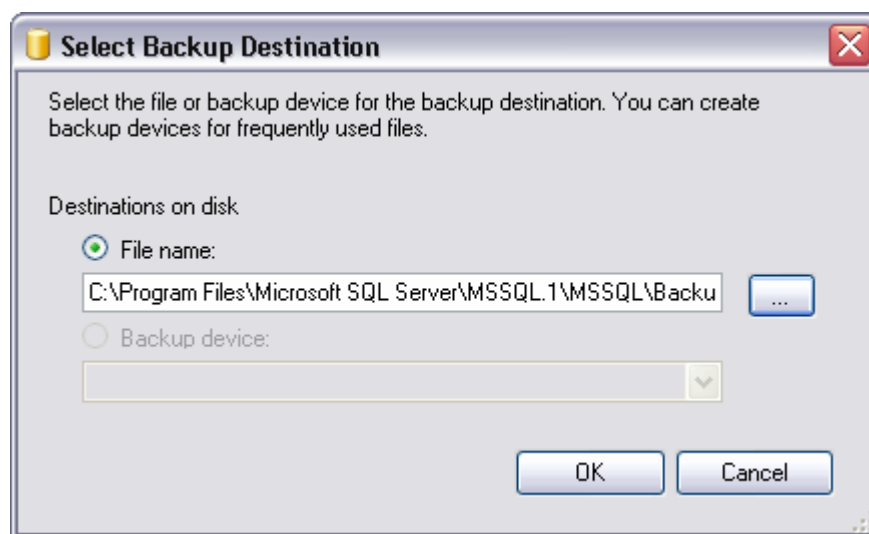
Click **Add**.



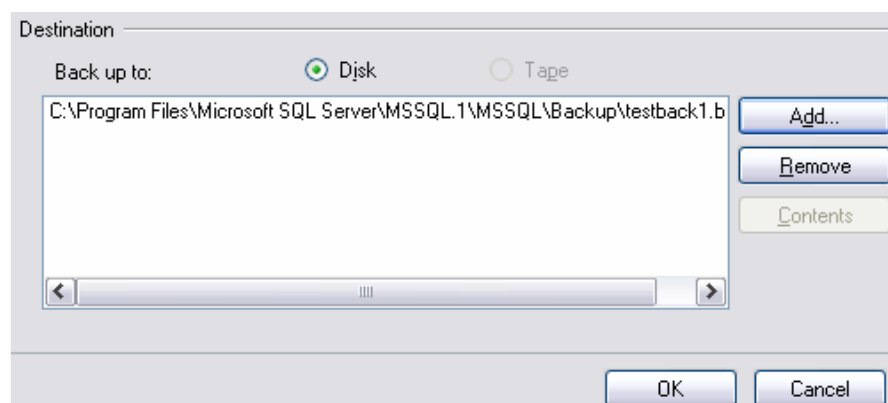
SQL will suggest the location "c:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup\", and expect a name for the file to be supplied. Clicking on the right hand side of the file path name on the icon brings up the following:

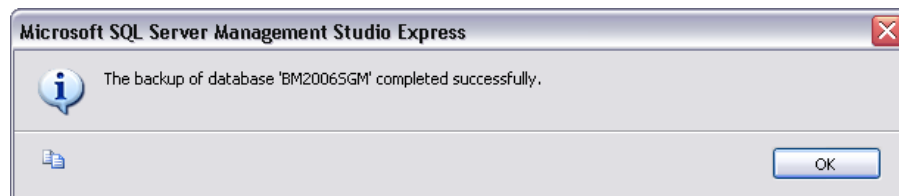


Type in the name you want to use OR select an existing backup file. If using an existing file, the new data will be appended to that file as another session.



It contains the path and file name (obscured in this screen shot).





The backup is complete at this point.

Method 2 – Copying the two files to a secure place

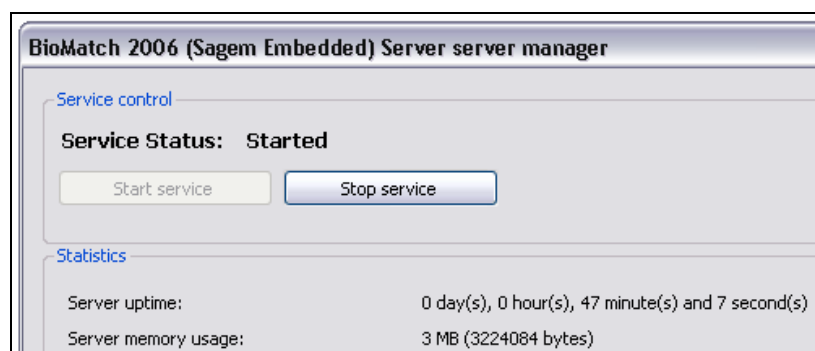
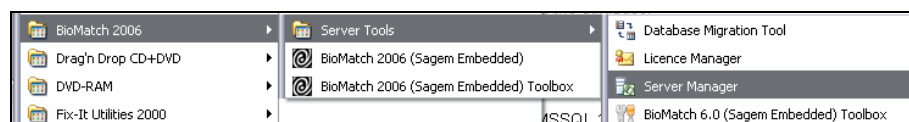
The database files are stored in the SQL database folder:

C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data

The two files that need to be copied are:

Directory of C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data			
26/07/06	05:12 PM	24,182,784	BM2006SGM.mdf
26/07/06	05:12 PM	126,615,552	BM2006SGM_log.LDF

Firstly, run Server Manager from the following location.



Click **Stop Service**. These files can now be copied to a USB Memory stick or removable hard drive, or written to a dvd / cd for off-site backup. When this is completed either reboot the computer or Click **Start Service** to continue using BioMatch 2006.

Warranty

Biometric Innovations warrants the software applications to perform the functions as described in this manual.

Biometric Innovations reserves the right to make modifications to the software to either rectify faults and / or provide enhancements as required.

Support

For the first 90 days after purchase of BioMatch 2006, free support is provided. Access to patches is always available at no charge.

Support packages are available after the first 90 days. Please contact your account manager to obtain more information on the support package to best suit your needs.

Telephone support can be provided in addition to free email support at rates that are available by contacting Biometric Innovations.

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